

Plans

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

Chapter 13 Plan

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

- ◆ Click the Plan hypertext link.

STEP 3 The **Case Number** screen displays.

- ◆ Type the case number in yy-nnnnn format.
- ◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 1)

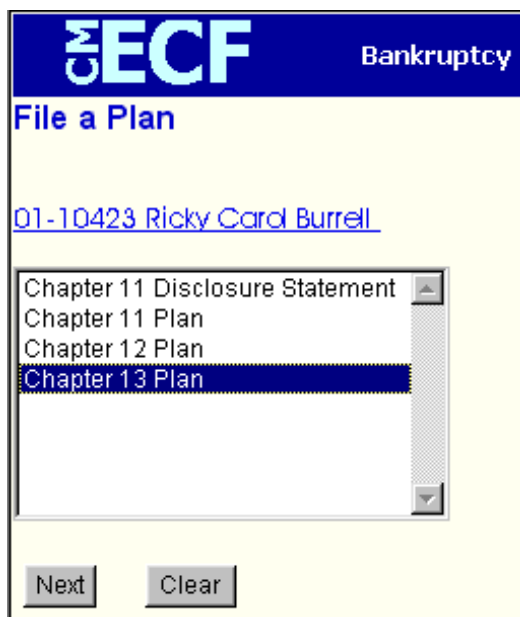


Figure 1

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.
- ◆ Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight **Chapter 13 Plan**.
- ◆ Click **[Next]** to continue.

STEP 5 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- ◆ Click **[Next]** to continue.

STEP 6 The **Final Docket Text** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Qu

File a Plan:

[01-10423 Ricky Carol Burrell](#)

Docket Text: Modify as Appropriate.

▼ Chapter 13 Plan (rec.)

Figure 3

- ◆ A prefix box is available to add more detail to the docket text if required.

Click the down arrow ▼ to display the prefix options. Options to choose from are:

[none]
 Agreed
 Alias
 Amended
 Emergency
 Ex Parte
 Scheduled with urgency
 Fifth
 Final
 First
 Fourth
 Interim
 Intervenor
 Joint
 Omnibus
 Opposition
 Proposed
 Sealed
 Second
 Sixth
 Supplemental
 Supporting
 Third
 Third Party

- ◆ Verify the accuracy of the Final Docket Text.
- ◆ Click **[Next]** to continue.

STEP 7 The **Final Approval** screen displays. (See Figure 4)

The screenshot shows a web interface for filing a plan. At the top, it says 'File a Plan:' followed by a blue hyperlink '01-10423 Ricky Carol Burrell'. Below this is a grey box labeled 'Docket Text: Final Text' containing the text 'Chapter 13 Plan (rec.)'. A red warning message follows: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Verify the Final Docket Text. Read the warning message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If The Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 8 The **Notice of Electronic Filing** displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.